

MARKETING

Abteilung Kommunikation, Marketing und Veranstaltungsmanagement (Abt. VIII)

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USING AND EDITING THE HU POWERPOINT TEMPLATE

There are two different versions of the HU PowerPoint.

- *HU PowerPoint with HU slides*
This template contains additional slides about HU in case you want to present the university at the start of your talk.
- *HU PowerPoint without HU slides*
This template only contains the empty slides for your presentation.

There are three colour schemes to choose from in the template: HU blue, HU light blue, HU digital blue. You can use any one of them, **but you must not mix them.**

Speaker's notes for the HU slides

Should you want to use the HU slides to present the university, you can rely on speaker's notes in the PowerPoint. To see these, open the notes pane one of these ways:

- Click on "Notes" in the bottom status bar
- Open tab "View" and click on the button "Notes"

Possible problems and questions

I can only add a new title slide.

- Please click on the button "New slide" and not the button with the symbol for new slides above it (📄). This way you can see all the different slides you can choose from.

I would like to edit the HU slides. How can I do that?

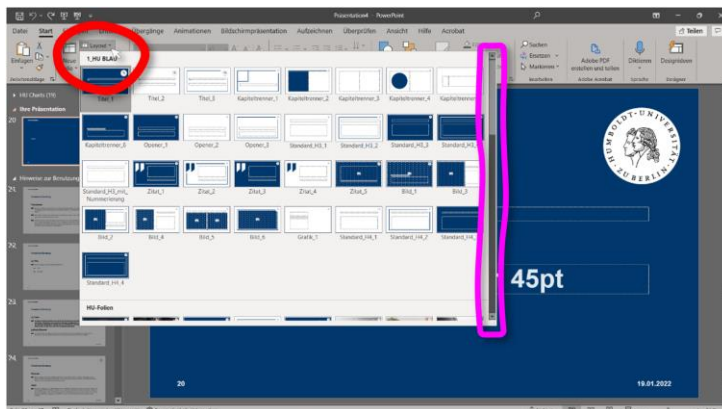
- Please do not change the HU slides. If you notice an error or another problem with the slides, please contact us (marketing@hu-berlin.de).

Adding new slides

1. Collapse the section "HU Charts" by clicking on the little triangle in the left side menu.
(only applicable when using template with HU slides)



2. Select the section "Your presentation".
3. Click on the button "Layout" and choose with colour scheme you would like to use in your presentation.
Scroll through the menu to see the other schemes.
Should you be using the template with HU slides, you will see them as options here as well – you can ignore these slides.



4. Finally, select "New Slide". Scroll through the menu to find the slides of the colour scheme you have chosen.

